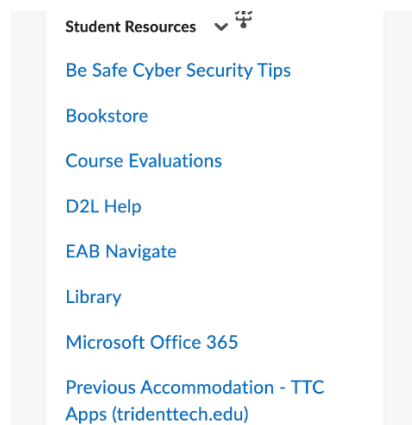


Services for Students with Disabilities (SSD)

Faculty Notifications Letters to Instructors

Faculty Notification Letters MUST be sent for SSD to provide your accommodations for your courses. This makes your instructors aware of your registration with SSD and your approved accommodations. **This is necessary every term** for each course that you wish to receive accommodations for.

1. **Sign in to the [View Accommodations Dashboard](https://bit.ly/TTCViewAccommodations)** (<https://bit.ly/TTCViewAccommodations>). Log in with your Trident Technical College credentials which will include the Duo Authentication process. A link to the Dashboard is also available on the D2L Course Home page under Student Resources.



2. **Review current accommodations.**

Approved Accommodatic

Accommodation Glossary

- Extended Time for Testing: 1.5x
- Spell-checker
- Text on CD
- Use of Testing Center for Testing (optional in Online Classes)
- Use of Laptop for In-Class Assignments/Note Taking

3. Select the checkboxes of classes you wish to receive accommodations for and then click “Email Selected.”

The screenshot shows a web interface titled "Notify Instructors". It contains a table with two columns: "Class" and "Inst". The first row has a checked checkbox, the class ID "ARV-212-001", and the instructor name "Sall". The second row has an unchecked checkbox, the class ID "ARV-219-001", and the instructor name "Bryc". Below the table is a yellow button labeled "Email Selected".

Class	Inst
<input checked="" type="checkbox"/> ARV-212-001	Sall
<input type="checkbox"/> ARV-219-001	Bryc

Email Selected

4. A confirmation email for each class checked will be sent to you and your instructor(s) will be notified of approved accommodations.
5. Once the page reloads you will see a date in the column “Last Email Sent” showing that the Faculty Notification Letter has been sent to that instructor.

The table shows the "Last Email Sent" dates for two email addresses. The first row is for tridenttech.edu with a date of 09/12/2023. The second row is for nttech.edu with a date of 08/18/2023.

	Last Email Sent
tridenttech.edu	09/12/2023
nttech.edu	08/18/2023

NOTE: If you do not see your current term courses listed the system may be temporarily unavailable. Please check back later to notify your instructors. If the problem persists, contact the SSD Office at 843-574-6131.

You may contact your SSD Counselor or the SSD Office to request Faculty Notification Letters to be sent. Requests can begin the week before the beginning of each term.

Contact our office by phone at 843-574-6131, email at Counseling.Services@tridenttech.edu, or in person at the Thornley Campus, building 410, room 210 if you have any questions.